

**Building Owners and Managers Association (BOMA) of Fort Worth
Board of Directors**

Payment & Refund Policy for Events, Monthly Meetings & Sponsorships (Approved April 28, 2026)

To ensure accurate planning, financial accountability, and equitable recognition of supporters, the following payment policy applies to all BOMA Fort Worth Monthly Meetings, events and sponsorships.

Monthly Meeting Registration, Payment & Cancellation Policy

- Monthly Meetings are included in annual dues for BOMA Fort Worth dues paying members. Registration fees apply to guests and non-members.
- Monthly Meeting registrations for guests and non-members are to be paid in full at the time of registration.
- Monthly Meeting cancellations must be submitted prior to the cancellation deadline to receive a refund. Registrants who do not cancel prior to the deadline and do not attend will remain responsible for the registration fee.
- Refunds, if applicable, will be issued at the discretion of BOMA Fort Worth based on the cancellation deadline and event commitments. Refunds may be issued by check regardless of original payment method and may be reduced by applicable merchant processing fees.

Event Registration, Payment & Cancellation Policy (Excluding Monthly Meetings)

- Event registrations must be paid in full no later than the registration deadline stated for the event. BOMA Fort Worth reserves the right to cancel unpaid registrations after the deadline and release the registration to other participants.
- Event registrations made within 30 days of the event must be paid in full by the event date. Any unpaid registrations may be subject to cancellation or denial of attendance.
- Cancellations must be submitted in writing prior to the registration deadline stated for the event.
- Cancellations received on or before the stated deadline may receive a refund or account credit, at the discretion of BOMA Fort Worth.
- Cancellations received after the stated deadline are not eligible for a refund, as event expenses will have been committed based on registration counts.
- No refunds will be issued for no-shows.
- Attendee substitutions are permitted if an attendee is unable to attend, provided the substitution is submitted prior to the event.
- Refunds, if applicable, will be issued at the discretion of BOMA Fort Worth based on the cancellation deadline, event commitments, and contractual obligations. Refunds may be issued by check regardless of original payment method and may be reduced by applicable merchant processing fees if paid by credit card.

Sponsorship Payment & Cancellation Policy

- Sponsorships must be paid in full no later than ten (10) business days prior to the event date, unless otherwise approved by BOMA Fort Worth.
- Sponsorships secured within 10 days of the event must be paid in full at the time of invoice.
- Sponsorship benefits, including logo placement, signage, recognition, and promotional inclusion, are not guaranteed until payment has been received in full.
- Unpaid sponsorships after the stated deadline may be released to other interested sponsors at the discretion of BOMA Fort Worth.
- Sponsorships are considered confirmed upon acceptance and may not be eligible for refund once event commitments have been made.
- If a sponsor is unable to participate, sponsorship benefits may be reassigned, modified, or credited toward a future event at the discretion of BOMA Fort Worth.
- Refunds, if approved, will be issued at the discretion of BOMA Fort Worth based on event commitments and contractual obligations. Refunds may be issued by check regardless of original payment method and may be reduced by applicable merchant processing fees.
- BOMA Fort Worth reserves the right to make final determination regarding sponsorship payments, refunds, credits, and benefits.